

Staff Summary Report



Council Meeting Date: 9/22/2011

Agenda Item Number: 5B3

SUBJECT: Request approval to award a one-year contract with four, one-year renewal options to East Valley Uniforms, as a primary contractor, and to Arizona Uniform and Apparel, as a secondary contractor, for the purchase of employee uniforms and miscellaneous clothing items for use by all City departments.

DOCUMENT NAME: 20110922fslg04 PURCHASES (1004-01)

COMMENTS: Total cost of this contract will not exceed \$110,000 during the initial one-year contract period.

PREPARED BY: Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Jerry Hart, CPA, Deputy Finance & Technology Director-Finance, 480-350-8505
Don Bessler, Public Works Director, 480-350-8205
John Osgood, Deputy Public Works Director-Field Operations, 480-350-8949

LEGAL REVIEW BY: David Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Ken Jones, Finance and Technology Director, 480-350-8504

FISCAL NOTE: Sufficient funds are appropriated in cost centers 2511 and 2512 (Golf Fund), 3002 (Water/Wastewater Fund), 2553, 2554, 2555, 2556, 2557, 2559, 3241 and 3271 (General Fund), 3611 (Performing Arts Fund), 3712, 3713, 3714, 3715, 3716, and 3718 (Solid Waste Fund), and 3915, 3917 and 3921 (Transit Fund) for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Award the contracts.

ADDITIONAL INFO: The City of Tempe issued a Request for Proposal (RFP) to establish a contract for the supply of employee uniforms and miscellaneous clothing items for newly hired employees and apparel obtained through the City's annual replacement program for employee uniforms. The City anticipates considerable use under this contract. Public Works has traditionally been one of the larger users of this contract to supply its employees with uniforms.

Evaluation Process

Three proposals were received. An evaluation committee comprised of Public Works and Financial Services staff reviewed and scored the proposal in accordance with the criteria and weights listed in the RFP.

The scoring criteria included both main and subcategories (subcategories carry equal weight).

Award Criteria	Weight
1. Delivery Time	25%
2. Qualifications of firm	20%
• Experience of firm	
• References	
3. Pricing	20%
4. Location and convenience of local facility and/or ability to provide weekly visits for fittings and alterations; commitment to stock sufficient inventory	10%
5. Ability to meet or exceed specifications	15%
6. Warranty	5%
7. Overall response to RFP	5%
• Quality, composition and completeness of response	
• Acceptance of terms and conditions of the RFP	

The following abstract represents the offerors' initial scores in rank order.

<u>Offeror</u>	<u>Initial Score</u>	<u>Initial Proposal*</u>
Arizona Uniform and Apparel	896.55	\$32,236.73
East Valley Uniform	896.25	\$30,271.75
Uniforms Manufacturing, Inc.	836.55	\$32,235.43

The two firms receiving the highest scores were moved forward in the evaluation process and invited for interviews and to submit best and final offers.

The committee reviewed the remaining offers, interviews, and best and final offers in accordance with the criteria and weights in the RFP. The following abstract represents the committee's final evaluation scores.

<u>Offeror</u>	<u>Initial Score</u>	<u>Best and Final Proposal</u>
East Valley Uniforms	906	\$30,271.75
Arizona Uniform and Apparel	901	\$32,236.73

After careful consideration, the evaluation committee recommends a primary and secondary contract award to East Valley Uniforms and Arizona Uniform and Apparel, respectively.